



**U.S. DEPARTMENT OF THE INTERIOR
 Certification of Position Approval
 for Retirement
 Under 5 USC 8336(c) and 8412(d)**

[x] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this PD and must use this DOI Standard PD Number*

Classification Title: Supervisory Range/Forestry Technician (Fire)

Organization Title: Wildland Fire Operations Specialist

DOI Standard PD Number: DOI030* Series and Grade: GS-0455/0462-09

*This number should be entered in the employee's master records (FPPS) as last six spaces of Position Allocation Number.

RECOMMENDATION FOR COVERAGE: Secondary-Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in a fire management organization within any Bureau of the Department of the Interior (DOI). **The WILDLAND FIRE OPERATIONS SPECIALIST requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD.** These standards include minimum qualifications, training requirements, competencies, and key performance elements.

The primary purpose of this position is to provide operational oversight and planning of wildland fire suppression activities, and specialized expertise in assigned zone/area. The incumbent is also responsible for preparedness, prevention, prescribed burning, monitoring, hazardous fuel reduction, and facilities within assigned zone/area. The incumbent assists in writing and executing wildland fire management plans, prescribed burn plans, and preparedness plans. This position provides technical and administrative supervision to the unit(s). The purpose of this position is to supervise and perform work related to the wildland fire suppression and prescribed fire programs. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE to qualify for this position.**

[Signature] 10/25/04
 BIA Fire Program Designee Date

[Signature] 10-22-04
 BLM Fire Program Designee Date

[Signature] 10/25/04
 FWS Fire Program Designee Date

[Signature] 10/25/04
 NPS Fire Program Designee Date

[Signature] 10/26/04
 Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader Date

APPROVAL: This DOI Standard Position Description (SPD) is approved for Secondary/Administrative Firefighter (FF) Retirement coverage retroactive to classification date of 08/26/2004. Approval is by DOI Secretary's Designee:

[Signature] 10/26/04
 Deputy Assistant Secretary, Performance, Accountability and Human Resources Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	1. Agency Position No.
Explanation (Show any positions replaced)				6. OPM Certification No.
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	13. Competitive Level Code	14. Agency Use *DOI030
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Supervisory Range/Forestry Technician (Fire)	GS	455/462	9		8/26/04
c. Second Level Review	Department of the Interior, FLERT Specialist <i>Dary A. Miller</i>					
d. First Level Review	This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement					
e. Recommended by Supervisor or Initiating Office	Primary <input type="checkbox"/> Secondary/Administrative <input checked="" type="checkbox"/> Sec/Supvy					
	Approval Date <i>October 26, 2004</i>					

16. Organizational Title of Position (if different from official title) Wildland Fire Operations Specialist	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision BIA BLM FWS NPS	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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Signature	Date	Signature	Date
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21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
Range Technician Series, GS-455 Dec 91 TS-111. Forestry Technician Series, GS-462 Dec 91 TS-111. Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Specialist	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature	Date
See Remarks	8/26/04

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Allison Beard Allison Beard BIA *Fodd Ryan* Fodd Ryan BLM *Dawn Phillips* Dawn Phillips FWS *Debbie Burton Orton* Debbie Burton Orton NPS

25. Description of Major Duties and Responsibilities (See Attached)

*Agency Use Code should be entered in FPPS as last six digits of Position Allocation Number.

INTRODUCTION:

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Wildland Fire Operations Specialist. The primary purpose of this position is to provide operational oversight and planning of wildland fire suppression activities, and specialized expertise in assigned zone/area.

The incumbent is also responsible for preparedness, prevention, prescribed burning, monitoring, hazardous fuel reduction, and facilities within assigned zone/area. The incumbent also assists in writing and executing wildland fire management plans, prescribed burn plans, and preparedness plans.

The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met prior to entrance into this position.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

This position requires a valid state driver's license.

MAJOR DUTIES:

Wildland Fire Suppression (30%)

Provides oversight during initial and extended attack fires, directs fireline activities and tactics of dispersed firefighters, resources, equipment, and aircraft. Provides for follow-up actions to safely and effectively manage wildland fires in accordance with the identified appropriate management response.

Utilizes wildland fire behavior knowledge and firefighting experience and assigns missions to ground and aviation wildland fire suppression resources. Utilizing knowledge of interagency policies and agreements, and makes efficient and effective use of multiple types of interagency wildland fire suppression resources with varying capabilities. Ensures common communications for interagency resources. Monitors weather and fire behavior, and communicates changes to strategy and tactics. Transfers command to an upper level Incident Management Team as necessary.

Provides protection for life, property and resources. Selects strategies and tactics to ensure safe operations for assigned resources. Recognizes potential hazardous situations and provides operational briefings. Provides for medical assistance as needed. Initiates contacts with federal, state, and/or local law enforcement

personnel as necessary to close roads, evacuate structures, and deal with the public.

Coordinates with dispatch office regarding current fire behavior and fire conditions, release of resources, and other logistical considerations.

Actively participates in an analysis of: incident objectives, strategies and tactics, safety, cost effectiveness/efficiency, After Action Reviews and offers suggestions for improvement.

Responsible for ensuring that required documentation is completed and submitted. Coordinates appropriate cost share agreements for payment of expenses associated with individual incidents.

May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).

Non-Suppression Operations (40%)

Performs, and supervises employees in: fire prevention, preparedness, detection, resource rehabilitation, mobilization, prescribed fire, aviation operations, and training programs.

Ensures preparedness of wildland fire suppression equipment and personnel. Serves on preparedness review teams. Organizes fire caches, maintains inventory and accountable property, positions equipment and personnel for the most efficient response, evaluates equipment and personnel needs and develops and prioritizes equipment and personnel funding requests.

Conducts field reconnaissance of proposed prescribed burn units, makes recommendations on appropriate treatment techniques for meeting management objectives, drafts prescribed burn plans to meet those objectives and implements approved prescribed burn plans. Performs post-burn evaluation and completes documentation.

Assists in developing and revising interagency annual operating plans, annual budget requests, the fire management plan and operating procedures pertaining to wildland fire suppression and prescribed fire.

Assists in wildland fire management planning, coordination and implementation including, but not limited to, fire assistance program coordination, interdisciplinary team participation, NEPA and other compliance document preparation, contracting, fire rehabilitation planning, and fire mitigation measures.

Provides oversight and management for fire facilities within the zone/area. Assists in managing the budget for facility maintenance, supplies, and equipment. Requests

long- and short- term funding for wildland fire facility maintenance and improvements.

Coordinates wildland fire and aviation related training courses and may serve as an instructor at the local, regional and interagency levels. Identifies wildland fire training needs for unit personnel and submits training nominations.

May perform as a duty officer for the field unit.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

Supervision and Safety (30%)

Provides technical and administrative supervision to the unit(s). Plans and directs overall work to be accomplished by subordinate supervisor(s), sets and adjusts priorities, and prepares schedules for completion of work. Assigns work to subordinate supervisor(s) based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees. Finds ways to improve production and/or increase the quality of work directed. Negotiates and coordinates work projects with other unit managers and supervisors.

Develops performance standards and evaluates work performance of subordinates. Advises, counsels, or instructs employees on both work and administrative matters.

Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to higher level supervisor or manager.

Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases.

Selects subordinate supervisor(s) and other unit employees for appointments, promotions, and reassignments.

Identifies and provides for routine training needs and makes decisions on special, controversial, or costly training for subordinate employees.

Provides leadership and direction to subordinates in the recognition and mitigation of environmental and workplace hazards of the wildland fire environment following applicable laws, policies, and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented. Responsibilities include identifying and mitigating safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety

and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program, debriefing incident personnel, and coordinating safe travel plans.

FACTORS:

1. Knowledge Required by the Position

(Level 1-6, 950 points)

In depth knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Skill in utilizing wildland fire suppression strategies, tactics, and methods sufficient to implement the appropriate management response.

Expert knowledge in the capabilities and limitations of specialized wildland firefighting equipment such as: helicopters, engines, aerial ignition equipment, pumps, and chainsaws.

Expert knowledge of fire behavior to ensure safe wildland fire suppression operations.

Knowledge of the National Fire Danger Rating System (NFDRS) sufficient to interpret indices/components and instruct others regarding their meaning and usefulness.

In depth knowledge of interagency wildland fire policies, manuals, regulations, suppression agreements, organizations, and functions sufficient to ensure compliance with existing standards and to implement annual operating plans.

Knowledge of safety policies, guidelines, and procedures specific to wildland fire suppression and prescribed fire activities. Ability to develop and implement safe work procedures.

In depth knowledge of incident management qualifications, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Skill in oral and written communication to effectively interact with people at all levels, internal and external to the organization.

Ability to perform basic computer technology tasks such as word processing, electronic mail, internet use, and fire information databases and programs.

Knowledge of supervisory policies, procedures and methods in order to manage a diverse workforce.

Ability to provide formal and on-the-job training in proper and safe wildland firefighting techniques, applications, methods, procedures and principles.

2. Supervisory Controls

(Level 2-3, 250 points)

The supervisor provides direction on the priorities, objectives, and/or deadlines for types of work covered by precedent. New or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The technician identifies the work to be performed to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, and independently coordinates work efforts with outside parties.

The incumbent exercises initiative in developing solutions to common technical and procedural problems such as changes in priorities, need for extended field time, need for additional equipment or personnel, and other comparable issues. The technician seeks administrative direction or decision from a higher authority on the course to follow when encountering significant technical or procedural problems with the work, e.g., when project objectives appear to substantially exceed available equipment and staffing capacities or when technical issues new to the organization are encountered. In such instances the technician may be expected to develop proposals for resolving the problem.

Technical review of the incumbent's work during fire assignments is provided by a variety of supervisory personnel from the fires to which the incumbent has been assigned.

Programs are reviewed to determine that objectives are being met and that methods and results are sensitive to other programs and political considerations. Supervisor periodically checks for technical accuracy and is available for assistance in controversial situations.

3. Guidelines

(Level 3-2, 125 points)

Guidelines are found in interagency manuals, agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of additional procedures to implement their intent.

The incumbent has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The incumbent relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

4. Complexity

(Level 4-4, 225 points)

The work entails a variety of complex administrative and technical wildland fire suppression, prescribed fire, and fuels management support functions, each involving numerous procedures and operating requirements. The incumbent must interpret and analyze environmental influences on fire behavior, make judgements, and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. Adding an additional layer to the complexity are factors such as different types of fuels; social, political, and economic issues; high complexity fuels treatment projects; resource and property values at risk; smoke management requirements; multiple jurisdictions, frequent use of aviation operations or support; and intra/inter-agency coordination requirements.

The multiple variables, conflicts in resource management objectives, and environmental constraints require that the incumbent evaluate a considerable amount of data in formulating the appropriate strategy into effective wildland fire suppression, prescribed fire, and fuels management programs.

Due to the nature of fire management activities, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

5. Scope and Effect

(Level 5-3, 150 points)

The purpose of the position is to supervise and perform work related to the wildland fire suppression and prescribed fire programs. The ultimate goal of this position is to effectively manage people and resources to accomplish tasks in fire suppression, fire prevention, and fuels management. The work has a direct effect on the safety of human life, the protection of resources and the protection of public lands and neighboring properties through the implementation of effective wildland fire suppression and prescribed fire programs. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the incumbent are critical.

Recommendations made by the incumbent are considered in developing optimum solutions. Recommendations also serve as the basis for identifying the need for new programs, and are considered in setting priorities for existing programs. Work will influence the direction of wildland fire management operations.

6. & 7. Personal Contacts & Purpose of Contacts

(Level 3B, 110 points)

Primary contacts are with the crews and others in the fire organization. Other contacts

are with local, regional, national aviation and wildland fire management personnel, other federal agencies, local, regional, and state fire organizations, researchers and scientists, federal and state land management agencies, local community groups, conservation organizations, media and other work units within the government. Contacts are made in the form of formal presentations, interviews, informal exchanges, written reports, and correspondence. These contacts are an everyday occurrence. Contacts may take place under adverse conditions.

Contacts are made to exchange information about procedures, schedules, or operating problems regarding wildland fire suppression and prescribed fire management methods and techniques.

Contacts are made to coordinate planning efforts and operational activities related to wildland fire suppression and prescribed fire; to coordinate training; to maintain cooperative relationships with outside wildland fire agencies; to maintain the interagency incident qualifications system; to coordinate and integrate wildland fire suppression and prescribed fire management activities with other, work units; and to provide public information to local governments, interested community groups, and the media.

8. Physical Demands

(Level 8-3, 50 points)

Duties involve fieldwork requiring above average physical fitness and endurance. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment

(Level 9-3, 50 points)

Work is performed in both an office and field setting. The work performed in an office setting is primarily sedentary. The work performed outdoors is in forest and desert environments or in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor sleeping and eating situations under an unpredictable set of circumstances.

Incumbent may be required to live in back country camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

EVALUATION STATEMENT

Recommended Classification Supervisory Range/Forestry Technician (Fire), GS-455/462-09

Organizational Location: Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management

References: Range Technician Series, GS-455 Dec 91 TS-111
Forestry Technician Series, GS-462 Dec 91 TS-111
Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Background: The incumbent serves in a key fire management position in a field fire management organization as a Supervisory Range/Forestry Technician (Fire), organizationally titled Wildland Fire Operations Specialist. The primary purpose of this position is to provide operational oversight and planning of wildland fire suppression activities, and specialized expertise in assigned zone/area.

The incumbent is also responsible for preparedness, prevention, prescribed burning, monitoring, hazardous fuel reduction, and facilities within assigned zone/area. The incumbent also assists in writing and executing wildland fire management plans, prescribed burn plans, and preparedness plans.

Determination of Series and Title: The Range/Forestry Technician, GS-455/462 series (TS-111, 12/91) cover positions that primarily require a practical knowledge of the methods and techniques of range/forestry and other biologically based resource management fields. Range/Forestry technicians provide practical technical support in the scientific management, protection, and development of rangeland and forest resources.

The GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to range/forestry management work should be classified to the Range/Forestry Technician Series. OPM has previously determined that firefighter positions are to be classified in the GS-455 or GS-462 series dependent upon the primary vegetation on the unit. The proper title and series are **Range Technician, GS-455** or **Forestry Technician, GS-462** dependent upon type of terrain and vegetation. Since the only difference in the positions is the primary vegetation, the positions are considered interchangeable with either classification being appropriate.

This positions meets the minimum criteria for evaluation utilizing the General Schedule Supervisory Guide (GSSG), the title is prefixed with **Supervisory**.

Because this position requires knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, the parenthetical title of **(Fire)** is appropriate and is in line with agency practice.

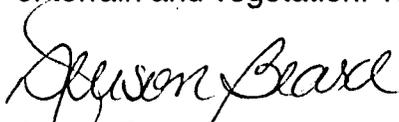
The organizational title for this position is *Wildland Fire Operations Specialist*.

Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.

This position will not be graded utilizing the GSSG because the application of that standard will not impact the grade.

FACTOR EVALUATION SYSTEM POINTS RATINGS		
Evaluation Factors	Points	Level
1. Knowledge Required by the Position	950	1-6
2. Supervisory Controls	275	2-3
3. Guidelines	125	3-2
4. Complexity	225	4-4
5. Scope and Effect	150	5-3
6. Personal Contacts	110	3B
7. Purpose of Contacts		
8. Physical Demands	50	8-3
9. Work Environment	50	9-3
Total Points	1935	
Grade Conversion Range (1855-2100)	GS-09	

Conclusion: The proper title and series are **Supervisory Range Technician (Fire), GS-455-09** or **Supervisory Forestry Technician (Fire), GS-462-09** dependent upon type of terrain and vegetation. The organizational title is *Wildland Fire Operations Specialist*.



Allison Beard
HR Specialist (Classification)
Bureau of Indian Affairs



Todd W. Ryan
HR Specialist (Classification)
Bureau of Land Management



Debbie Burton Orton
HR Manager
National Park Service

Dawn Phillips
HR Specialist (Classification)
U.S. Fish & Wildlife Service